



Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
March 12, 2024

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:30 p.m. at the Tri-Valley Administrative Office in Crookston, MN, and remotely via Microsoft Teams.

Board members present were S. Vonesh, J. Bachmeier, S. Peterson, J. Duckstads, G. Willhite, P. Reese, T. Anderson, K. Shaugobay, A. Arlien, N. Myers, L. Hall, D. Svaren, S. Kjono, C. Spisak, V. Ramirez, P. Munoz

Staff members present were J. Carlson, N. Aaker, A. Aubol, S. Knaack

A quorum was established with 14 voting members present.

G. Willhite moved to approve the Consent Agenda, which included the current agenda, February 13, 2024, meeting minutes, Status Report, United Way of Crookston grant request in the amount of \$3,000.00 from April 2024-March 2025. The purpose of the funds will be to assist in the Foster Grandparent transportation reimbursement via mileage reimbursement or THE BUS costs to and from sites or in-service training. The dollars also will help supplement the cost of background checks for potential volunteers, Minnesota Child Passenger Safety Program grant request for 90 car seats. 9 staff requesting 10 seats each to share with 15 Head Start Centers for a one-year duration. The car seats will go to families in need, and the Southern Minnesota Initiative Foundation grant request in the amount of 25 books for a one-year duration. These books will be for families in the Migrant and Seasonal Head Start Program to take home with them. Seconded by J. Duckstad. Motion carried.

T. Anderson moved to approve the Financial Report. Seconded by D. Svaren. Motion carried.

J. Carlson presented the Executive Committee report.

- Tri-Valley Opportunity Council, Inc Head Start, Child & Family Programs is requesting a reduction of 135 children (25%) from 543 to 408, Effective March 1, 2024. The Program requests approval to take effect on March 1, 2024. The program request approval to take effect on March 1, 2024, in order to reduce the negative impacts on children and families as the program will be enrolling children on or after March 11, 2024. The 135 slots equal 60 Migrant and 75 Seasonal children. The requested total funded enrollment will be 408 total Head Start children (188 Migrant and 220 Seasonal). We will remain serving 48 EHS children and 44 pregnant women for a total of 92. The total Head Start and Early Head Start enrollment will be 500. This request will stabilize our workforce, address mental health and behavioral challenges, and place a higher priority on serving Migrant families rather than just Seasonal families. The full amount of ongoing funding is necessary to address these challenges and the program requests to keep all current funding.

P. Reese moved to accept the Executive Committee report. Seconded by N. Myers. Motion carried.

Treasurer J. Duckstad reported the fiscal documents were reviewed and in order.

J Carlson presented the Chief Executive Officer Report

- J. Carlson attended the meeting via Teams due to being in Washington DC for the Annual Migrant and Seasonal Head Start/Early Head Start Conference.
- Casey Holland provided an update for Valler Insurance.
  - Expected loss rate for 2024.
  - Premiums are rising.
  - Most of the increase is coming from workman's compensation claims.
  - Program Directors should be aware of their employees doing things safely in the workplace.
- N. Aaker provided an update on the annual audit. Things are progressing well.
- J. Carlson will be meeting with J. Stiner later this week to discuss more options for 102 N. Boradway.
- D.W. Jones is in the process of giving us updated numbers for the Fisher Townhomes loan.
- There will be some change in leadership in the Transportation Department in the next few months.

N. Myers moved to accept the Chief Executive Officer report. Seconded by A. Arlien. Motion carried.

S. Vonesh provided highlights from the March 4, 2024, Head Start/Early Head Start Policy Council meeting. Highlights included:

- There was one teacher hired for the Crookston Center.
- The Policy Council approved the Minnesota Child Passenger Safety Program grant request.
- Christina Pederson provided Education and Disability Services Area training.
- The Policy Council approved the Hiring Incentive Policy for Head Start.
- The Policy Council approved the RV Head Start / Early Head Start Budget Revision / Carry-Over Extension.

K. Shaugobay moved to accept the Head Start, Child, and Family Programs report. Seconded by N. Myers. Motion carried.

Board approval was requested to apply for the following grant requests.

CNCS Grant Request in the amount of \$297,160.00 from July 01, 2024, to June 30, 2025, to assist with the Foster Grandparent Program. The Foster Grandparent Program of NW MN is a group of volunteers 55 and older that share their experiences and talents to improve the lives of children in need.

J. Duckstad moved to approve the grant request. Seconded by G. Willhite. Motion carried.

CNCS Grant Request in the amount of \$314,441.00 from July 01, 2024, to June 30, 2025, to assist with the Foster Grandparent Program. The Foster Grandparent Program of Eastern North Dakota is a group of volunteers 55 and older that share their experiences and talents to improve the lives of children in need.

K. Shaugobay moved to approve the grant request. Seconded by N. Myers. Motion carried.

CNCS & MBA Grant Request in the amount of \$114,781.00 from July 01, 2024, to June 30, 2025, to assist with the Foster Grandparent Program. The Foster Grandparent Program of NW MN is a group of volunteers 55 and older that share their experiences and talents to improve the lives of children in need.

P. Reese moved to approve the grant request. Seconded by G. Willhite. Motion carried.

AARP Grant request in the amount of \$18,540.00 from April 01, 2024, to March 28, 2025, to assist with the Senior Program. The funding from AARP would be utilized to create a senior citizen service provider network in Polk County. The group would work to develop regular networking meetings to build stronger knowledge among agencies, organizations, services, and programs that are serving the aging population 50 years of age or older. The group would also work to evaluate current offerings to bridge service gaps and better connect clients to all necessary resources.

G. Willhite moved to approve the grant request. Seconded by K. Shaugobay. Motion carried.

J. Duckstad moved to approve the Strategic Plan that includes different priorities within the community that Tri-Valley focuses on improving and promoting. Seconded by K. Shaugobay. Motion carried.

J. Carlson reviewed the Corporation Safety Policies and Procedures. H. Miller from Human Resources has been working on finalizing the safety policies for the new Administration Office.

J. Carlson requested Board approval to continue our lease with Our Saviors Lutheran Church in Owatonna. N. Myers moved to approve. Seconded by K. Shaugobay. Motion carried.

G. Willhite moved to approve the Dale Gruber Construction Contract for \$18,852 to install a wall and fire door to meet code at the St. Cloud center. Seconded by T. Anderson. Motion carried.

J. Carlson requested Board approval for the Custom Installations LLC Contract for \$85,791.43 to remove and replace all existing flooring in 3 Head Start classrooms at the Glencoe Center. A. Arlien moved to approve. Seconded by K. Shaugobay. Motion carried.

G. Willhite moved to approve the Head Start Hiring Incentive that will help attract and retain qualified staff members in the Head Start Program by offering competitive hiring incentives in areas where there is a scarcity of applicants. Seconded by N. Myers. Motion carried.

J. Carlson requested Board approval for the RV Budget Revision / Carry Over Extension request to complete four projects at Region V Centers. J. Duckstad moved to approve. Seconded by G. Willhite. Motion carried.

J. Carlson provided an update on the MURL lot in Ada. After hiring a contractor to assess the property it has been decided that the home is not economically fixable and will have to be torn down. Tri-Valley is looking at options for the land lot, that could include an offer to put the lot in a Community Land Trust through North Start Neighbors (NSN), sponsored by the Northwest Minnesota Foundation. Staff will ensure the City of Ada has no immediate need for a lot prior to offering it to NSN.

J. Carlson shared information from the Minnesota Department of Commerce notifying us of the timeline to execute the FFY2025 Energy Assistance Program (EAP) Grant Contract, which begins on October 1, 2024. N. Myers moved to approve the implementation of the FFY2025 Energy Assistance Program (EAP) Grant Contract. Seconded by K. Shaugobay. Motion carried.

J. Bachmeier, Vice Chair to the Board of Directors will take over as Chairperson this June when S. Vonesh's term expires.

The Board of Directors was informed that R. Palm has resigned as President of Bremer Bank in Crookston. A representative from the Grand Forks Branch along with a loan officer from Crookston will be our contacts until the position has been filled.

Tri-Valley will have a photographer come in and take professional headshots for any of the Board members that wish to update theirs.

J. Carlson reviewed a letter from the Minnesota Department of Transportation, regarding the review of the federally regulated drug and alcohol program for Tri-Valley Opportunity Council, Inc. dba Heartland Express. Monitoring is complete and TVOC employees were in Compliance with federal guidelines.

The next meeting of the Board of Directors will be April 09, 2024, at 6:30 p.m.

J. Duckstad moved to adjourn the meeting. Seconded by K. Shaugobay. Motion carried. Adjourned at 8:00 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL